

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Implementation of NPDWRs				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2018 To 06/30/2019				
Comments: Additional PWS: 6.2.1, 6.2.3, 6.4, 7.1, 7.1.2, 7.1.4, 7.1.5 Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2019										
This Action:						4,215				
Total:						4,215				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Edward J. Moriarty							Branch/Mail Code:			
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Project Officer Name Nancy Parrotta							Branch/Mail Code:			
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Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
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							FAX Number:			
Contracting Official Name Angela Lower							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 513-487-2036			
							FAX Number:			

PERFORMANCE WORK STATEMENT (PWS)

EP-C-15-022

Work Assignment No. 3 – 07

Period of Performance: 7/1/18-6/30/19

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer
Representative (WACOR):**

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C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

With promulgation of the Revised Total Coliform Rule (RTCR) in February 2013 there are now 15 National Primary Drinking Water Regulations (NPDWRs) as authorized and justified under the Safe Drinking Water Act to address microbial and chemical contamination of the national drinking water supply and risks associated with frequently applied treatment to address the contaminants. The Revised Total Coliform Rule (RTCR), effective in April 2016, updates the existing Total Coliform Rule (TCR) by requiring the water systems to assess/address causes for Total Coliform (TC) positive sample results found in the distribution system. The goal of the Ground Water Rule (GWR) is to provide increased protection against microbial pathogens, specifically bacterial and viral pathogens, in Public Water Systems (PWSs) that use ground water. Instead of requiring disinfection for all ground water sources, the GWR establishes a risk-targeted approach to identifying ground water sources that are susceptible to fecal contamination. The Long Term 2 Enhanced Surface Water Treatment Rule (ESWTR) requires PWSs with surface water sources to collect samples for *Cryptosporidium*, *E. coli* and turbidity analyses to determine the relative risk of the PWS for microbial contamination and appropriate treatment requirements, if any. The Stage 2 Disinfectants Disinfection Byproducts Rule (DBPR) required PWSs to evaluate their drinking water distribution system and develop/submit plans for the monitoring for disinfection byproducts at determined high risk sites throughout the distribution system. These rules are recent updates to longer existing regulations using more current data to improve public health protection. PWSs

continue to meet compliance requirements for the Chemical Phase Rules (Inorganic Contaminant/Semi-organic Contaminant, Volatile Organic Contaminant (IOC/SOC/VOC) Nitrate/Nitrite), and Rads. A future rule, the Long Term Lead and Copper Rule (LCR) will update the existing LCR by revising monitoring requirements to better characterize the presence of lead/copper in the distribution system. In addition, the Long Term LCR will improve corrosion control treatment.

The Consumer Confidence Report Rule (CCR) and Public Notice Rule (PN) continue to be the primary means for water systems to distribute information to consumers.

II. OBJECTIVE:

The contractor shall provide support for the implementation of National Drinking Water Regulations including continued rollout of LCR informational and training materials to assist in the implementation of the LCR. Materials to be developed include: factsheets, guidance documents, training tools, implementation tools, case studies, and primacy revision crosswalks. These materials shall be designed to assist primacy agencies/water systems to understand and properly implement the National Drinking Water Rules with an emphasis on the LCR and DBPR (e.g., technical support to update and present training materials).

III. TASK DETAIL:

The LOE for this work assignment is estimated to be 4,215 hours.

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Task 1: STATE AND TRIBAL PRIMACY SUPPORT (PWS 7.1.1-7.1.2 and 7.1.4-7.1.5)

If requested by the WACOR, the contractor shall update the compilation of primacy crosswalks to include the most updated version of the crosswalks according to revisions to the older rules (e.g., Phase II/V) – as applicable. The final rule crosswalks shall be submitted on a CD in both MS Word and Adobe Acrobat formats.

Deliverables: Compilation of Primacy Crosswalks for the NPDWRs to include the RTCR.

**Task 2: SUPPORTING STATES, TRIBES, AND WATER SYSTEMS IN
IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS
(PWS 2.0, 2.1.7, 2.3.2)**

The contractor shall support the continued work under EP-C-15-022, WA 2-07 updating, refinement and completion of materials for the NPDWRs, including changes associated with LCR, RTCR and DBPR as the rules apply to implementation for EPA Regions, states and water systems; and the Aircraft Reporting and Compliance System (ARCS) carrier and regional user guides. Anticipated implementation materials are described below in the applicable subtasks

Subtask 2.1

As requested via written technical direction, the contractor shall assist EPA in formatting a draft guide regarding water availability. The draft document shall be based on content provided by EPA. The contractor shall work directly with the WACOR or Alternate WACOR to ensure the guide has the appropriate level of detail for the intended audience (e.g., state drinking water implementation staff). EPA anticipates the guide will be approximately 100 pages and will include some graphic images. Following review and comment by EPA the contractor shall finalize the guide and make it 508 compliant.

Deliverable:

- Draft Water Availability Guide (approx. 100 pgs.)

Subtask 2.2

As requested via written technical direction, the contractor shall conduct investigations of four (4) case studies. The EPA WACOR anticipates the subjects/topics for the case studies to be based on implementation activities related to the DBPR or LCR which may include Source consecutive system compliance and/or simultaneous compliance. While the topics for these case studies may change, any different subject/topics will be similar in overall nature and complexity to those listed above. Specific topics associated with these rules or topics identified later related to implementation activities will be provided by the WACOR via written technical direction. The contractor shall submit drafts of the assigned case studies within eight weeks following written technical direction to begin. The case studies shall supplement the implementation tools developed for the states and water systems. The contractor shall anticipate finalizing four case studies during this period of performance.

The case studies shall be approximately 10 pages in length and include photos, graphics, etc., to highlight issues and possible solutions associated with implementation. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Four (4) case studies as described in subtask 2.2, (approximately 10 pgs. each)

Subtask 2.3

The contractor shall conduct background research for four (4) fact sheets as identified by the EPA WACOR (e.g., Consecutive System Compliance under Stage 2 or RTCR Level 1&2 Assessments). Drafts of these fact sheets shall be provided within three weeks following technical direction. The EPA WACOR will review the fact sheets and provide comments via written technical direction. The contractor shall edit the fact sheets based upon the WACOR's comments and provide the final fact sheets within two weeks of the WACOR's written technical direction.

It is anticipated that all fact sheets developed under this task will each be approximately six pages in length. Fact sheets shall be developed in plain English at a reading level appropriate to the audience. The fact sheets shall be accurate and shall be formatted to guide the reader's eye through the material. Most of the fact sheets shall be developed in Adobe PageMaker. When PageMaker is utilized, the contractor shall provide Microsoft Word, PageMaker and PDF files for the WACOR's record keeping. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Four (4) Factsheets (approx. 6 pgs. each) for small system audience

Subtask 2.4

As requested via written technical direction, the contractor shall assist EPA in finalizing the Profiling and Benchmarking Guidance Plain English Guidance Manual. These updates reflect changes based on the Long Term 2 (LT2), Stage 2, GWR, and RTCR Rules as they impact implementation for states and operation for water systems. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Finalize Profiling and Benchmarking Guidance Plain English Guidance Manual
- Update electronic Compilation of Quick Reference Guides (QRGs) to include RTCR

Subtask 2.5

EPA developed the Aircraft Reporting and Compliance System (ARCS) to facilitate the reporting of aircraft public water system data by the regulated community. ARCS is a centralized web-based data collection and management system that performs logic checks on data and calculates final results for accountability and regulatory oversight. If necessary, the contractor shall update the new guide for Regional users based on comments received following release of the document under WA 2-07. The Regional user guide is organized to help the EPA Regions understand how to perform functions within ARCS. The Regional user guides shall incorporate screenshots from ARCS. The contractor shall work with the ARCS developer as necessary, however, the contractor shall only receive technical direction from the EPA WACOR.

Deliverables:

- Update ARCS EPA Regional User Guide

Task 3: TRAINING AND PRESENTATION LOGISTICAL SUPPORT (PWS 6.1, 6.2.1-6.3.2, AND 6.4-6.4.1)

As requested by the WACOR via written technical direction, the contractor shall be responsible for managing participant registration for webinars presented by EPA. This may include resolving issues with registration prior to each webinar and/or login issues during each webinar. The contractor shall distribute notices as provided by the WACOR that provide updates regarding each webinar in addition to delivering presentation materials to participants.

Deliverables: Anticipate eight (8) webinars. Track and deliver a report including a list of participants for each webinar.

Subtask 3.1: Logistical Support for ORD Sponsored Webinars

EPA's Office of Research and Development (ORD) will host a series of webinars targeting small non-community water systems with each webinar expected to run about 2-3 hours. Anticipate 18 ORD webinars. The webinars shall be scheduled on two tracks: 1) Small System Webinar Series is 1 webinar/month from July 2018 – June 2019, and 2) Water Research Webinar Series – is 1 webinar/ every other month from August 2018 – June 2019.

Deliverables: Anticipate 18 webinars. For all webinars: a registration page, and invitations sent via email to all participants. During the webinar, assistance opening the webinar, administer polls, and technical assistance to panelists/attendees. Following each webinar provide attendee reports containing demographic breakdowns of attendees and requests for continuing education certificates where appropriate. The attendee report should follow the format developed and used in the current contract under WA 2-07. The presentations will be sent to all attendees via email. Separately, the contractor shall deliver a copy of each presentation 508 compliant for upload to EPA's website along with a recording of each webinar.

Task 4: TRAINING AND PRESENTATION DELIVERY (PWS 6.3.2)

For the general purposes of this proposal, the contractor shall assume the participation of one (1) subject matter expert for 4 webinars as described in subtask 3.1. In addition, the contractor shall track all questions submitted during each webinar presentation. The webinar materials will have already been developed. Each webinar will last approximately two hours and there will be one 30 min pre-webinar meeting to address any logistical issues.

Deliverables: Participate in four pre-webinar meeting of 30 min each and presenter at four (4) webinars of approximately 2 hours.

Subtask 4.1: Logistical/training support to EPA Region 2 for 3Ts (Training, Testing and Telling) in Schools training in New York State.

No work anticipated for this subtask at this time.

Deliverables: No work anticipated at this time.

Subtask 4.2: Onsite 3Ts in Schools training support

No work anticipated for this subtask at this time.

Deliverables: No work anticipated at this time.

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

The contractor shall develop new materials to support the NPDWRs. In general, EPA intends these materials will be designed to assist primacy agencies and water systems to implement new and existing regulations. EPA anticipates new guidances and tools to aid in implementation and/or understanding how to implement the NPDWRs.

Deliverables: (a) RTCR and Lead and Copper Rule Optimum Corrosion Control Treatment Q&A Manuals
(b) New and revised Chemical Phase Rule revised guidance (Implementation Guide, Factsheets, and QRGs)
(c) Modules for the Drinking Water Training System
(d) CCR/PN Guidance Manuals sections to reflect RTCR requirements
(e) New 3Ts for Schools guidance materials and training materials for 3Ts for Schools Training

In an ongoing effort to improve implementation of the Lead and Copper Rule, the contractor shall support development of new materials to support the primacy agencies and water systems as they work through the requirements of the Rule.

Subtask 5.1: Identification of Tier 1 Sampling Sites Workshops

Assist EPA in hosting workshops via webinar/ telephone conference calls to share ideas on producing or updating a materials evaluation and successfully identifying tier 1 sites. Regions, have expressed interest in contributing to development efforts of such a training through implementation workgroup discussions.

Deliverable: (1) Approximately two meetings with EPA headquarters to develop the outline for the workshop. Note, the workshop will be hosted using webinar and conference calls. (2) The contractor shall assist EPA to finalize meeting dates and identify participants. (3) The contractor shall develop a draft materials evaluation and process/steps for identifying Tier 1 LCR monitoring sites.

Subtask 5.2: Public Education (PE) Workshops

Work with AWWA and ASDWA to understand obstacles, problems and issues systems face in fulfilling the public education-related requirements of the LCR and then produce a webinar presentation that provides some recommendations to overcome the obstacles.

Deliverable: (1) The contractor shall work with EPA and stakeholders to develop a recommendations memorandum identifying the challenges/issues water systems face when trying to fulfill their PE requirements. (2) Based on the approved memorandum the contractor shall develop draft training materials [e.g., MS PowerPoint and factsheet(s)] that may be used by EPA, state and other stakeholders to assist water system to understand obstacles to implementation.

Subtask 5.3: Specialized Optimized Corrosion Control Treatment Training

The contractor shall develop recommendations, based on recent onsite training issues identified by participants, for training for OCCT focused on specific technical aspects [e.g., Water Quality Parameters (WQP) – setting and interpreting results from different points in the distribution system].

Deliverable: (1) The contractor shall develop recommendations for focused OCCT training materials to address specific aspects (e.g., WQP). The training materials shall address setting and interpretation of WQP results to consider different monitoring sites in the distribution system. The recommendations shall be summarized in an MS Word document citing each recommendation along with pros/cons and a suggested approach.

(2) The contractor shall work with EPA to identify other LCR specific topics that may require individualized training. These topics shall be summarized in an MS Word document for EPA consideration.

Subtask 5.4: Simultaneous Compliance Webinars

EPA staff have heard states and systems struggle with simultaneous compliance issues (e.g., considering impacts to regulations/treatment when making changes). The contractor shall work with EPA to develop a webinar series to address some of the common simultaneous compliance issues. Prior to developing the specific webinars, the contractor shall coordinate meetings with EPA and other stakeholders to identify which topics will be presented.

Deliverable: (1) The contractor shall coordinate at least two meeting with EPA and other stakeholders (to be identified by EPA) to identify and select topics for the webinar series. Anticipate up to 4 webinars. (2) The contractor shall develop drafts of each webinar. (3) Based on comments following review the contractor shall finalize the webinars. The webinar shall be approximately 30-45 min in duration. The balance of each webinar shall be discussion and Q/A. Speakers in addition to EPA will participate to present their experience.

Subtask 5.5: 3Ts (Training/Testing/Telling) for Schools Decision Makers (at state or district level)

Develop a manual that could be used by state or district administrators to develop a lead in schools program for district level or state level decision makers. This manual shall include how to develop a communication strategy, who needs to be involved, how to prioritize schools, and more details on funding. This guidance shall be based on existing 3T materials.

Deliverable: (1) Draft guidance to develop the lead in schools program. Target audience would be district/state level decision makers. The document shall explain how to develop communication strategies, personnel involved in the program, recommendations for prioritizing schools, and a discussion on funding options.

Task 6: QUICK RESPONSE SUPPORT (PWS 2.0, 2.1.7, 2.3.2, 3.4, AND 3.4.6, 6.3.2)

The contractor shall provide a literature search and quick response information updates to augment, supplement, and support presentation materials prepared under this work assignment. Literature search and quick response information shall include: (a) analysis of facts, (b) options, (c) issues, and (d) policy decisions surrounding a rule or its application suitable for presentation or outreach use. For purposes of work plan preparation, the contractor shall assume six (6) hours for research and compilation, four (4) hours for organization and preparation of a 2-3 page fact sheet, suitable for presentation or outreach use.

Quick response items usually require completion in two to five days and will be requested by the WACOR's written technical direction.

Deliverables: 8 Quick Response Products (TBD)

Task 7: WEBSITE/TOOL SUPPORT AND UPDATES

This is a continuation of work started under contract EP-C-15-022, WA 2-07. The contractor shall provide support for the Primacy Tracking Tool managed by EPA. The current version of the Primacy Tracking Tool shall be housed on an EPA staff laptop. The contractor shall assist EPA to address any issues (anticipated to be minor) identified since the rollout of the Tool. The Primacy Tracking Tool maintains the same information previously documented in the online version Primacy Tracking Tool in addition to creating reports similar to the formats previously generated.

Subtask 7.1 Primacy Tracking Tool User Guide

As requested by the WACOR via written technical direction, the contractor shall revise the Primacy Tracking Tool User Guide for HQ and EPA Regions. The user guide was developed under contract EP-C-15-022 WA 0-07 so any revisions shall be very minor in level of effort.

Subtask 7.2 CCR Catalogue Update

As requested by the WACOR via written technical direction, the contractor shall provide support to EPA locating and consolidating websites for those water systems serving 100,000 or more people (per Code of Federal Regulation 141.155(f)). The contractor shall cross-reference the Safe Drinking Water Information System to ensure the correct systems are reporting and deliver the complete list of systems in an Excel spreadsheet by December 31, 2017.

Subtask 7.3 CCR iWriter Consultant

The contractor shall serve as a consultant to CCR iWriter developers as requested by the WACOR via written technical direction [approximately 2 (1 hr.) conference calls]. The contractor shall provide staff institutional knowledge regarding the CCR iWriter.

Deliverables: Updates to the Final Primacy Tracking Tool User Guide
CCR Catalogue Update

Participation in 2 (1 hr.) Conference Calls

Task 8: Develop and Finalize LCR WATER QUALITY PARAMETER (WQP) WORKSHOP FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

WQPs are a component of the LCR used by states and water systems to determine whether their LCR treatment is working. Under WA 2-07, training materials and a workshop were developed to help states understand how to evaluate a corrosion control plan submitted by a water system. The WQP Workshop shall train the states how to evaluate and consider WQP monitoring results to determine whether the treatment is working or if additional studies are required. The WQP Workshop shall use the materials developed under WA 2-07 along with “mock” sampling data provided by EPA to develop approximately two case studies. The case studies shall represent monitoring results for a small and large water system. The workshop shall guide the participants through the review of monitoring results and determine whether a change in treatment is required. The workshop will be EPA lead and supported by the contractor.

Subtask 8.1: WQP Case Studies and Workshop exercises

The contractor should anticipate approximately two case studies representing a small and large water system. The WACOR shall provide monitoring data to populate templates developed under WA 2-07. The workshop picks up where the LCR treatment workshop left off so the training materials should build from and move forward (i.e., minimal repetition).

Deliverables: Monitoring data presented in WQP templates along with background about the water system (e.g., treatment, water source, population). Training presentation materials to introduce the two case studies and how to use the new WQP templates in addition to the approach for how the participants would review. The contractor shall provide a draft of each item for review. Following EPA review the contractor shall provide a DRAFT Final ready for EPA final review.

Subtask 8.2: Webinar trainings

The contractor shall develop a stand-alone webinar training presentation based on the workshop presentation described in subtask 8.1.

Deliverables: MS PowerPoint presentation of approximately 60-90 min in duration. The contractor shall develop a draft version for review and following EPA review a final version available for a webinar.

Subtask 8.3: Questions and Answers (Q&A) Document

The contractor shall develop at WACOR direction a Q&A document capturing the questions raised and answers provided during the previous workshop under WA 2-07. In addition, the contractor should anticipate Q&As from the WQP workshop/future webinars shall be compiled into the same Q&A document.

Deliverables: Draft Q&As from questions/answers during the workshop under WA 2-07. Upon completion of the webinar and WQP workshop(s) a revised Draft Q&A compiling Q&As from the WQP events.

Subtask 8.4: Onsite WQP Workshop Training

The contractor shall anticipate approximately three workshops will be presented. EPA anticipates the workshops will be held in three EPA Regional office locations (R1, R5 and R9) and each workshop will be one day in length.

Deliverables: One contractor available to assist in logistics and presentation for each webinar. The contractor should anticipate three locations for the workshops and each workshop will last 8 hours.

Final training materials shall be provided for approximately three workshops to be presented at three EPA regional offices. The contractor shall anticipate up to 40 participants at each location.

After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)

Subtask 9.1: Support EPA File Review of Michigan's Drinking Water Program.

No work anticipated for this subtask at this time.

Deliverables: No work anticipated at this time.

Subtask 9.2: Develop Options for Automating Reports Developed Following File Reviews

Based on direction from the WACOR, the contractor shall provide a draft tool to automate the creation of reports following a file review. The tool will be based on recommendations from EPA and the File Review Workgroup. The automated report shall use file review tools currently developed for the 2014 File Review Protocol. Upon review the contractor shall finalize the automated report tool

Deliverables: Draft automated file review report. Following review, a final automated file review report.

Subtask 9.3: File Review training

As requested by the WACOR, the contractor shall provide training to new EPA staff participating in file reviews. The training shall include familiarizing the staff on steps to prepare and conduct file reviews based on the 2014 File Review Protocol. Specifically, the contractor shall present how to prepare/coordinate with the state before a file review (e.g., logistics and available resources), demonstrate how to prepare data capture forms, and what to consider while reviewing state files. Each of these training sessions can be done online (e.g., webinars) and should only be one hour in duration. The contractor should anticipate approximately 10 - 15 sessions.

Deliverable: Up to approximately 10 - 15 webinars that cover preparation, and proceeding through a file review for EPA staff.

TASK 10: LOGISTICAL SUPPORT TO NATIONAL AIRCRAFT DRINKING WATER RULE (ADWR) MEETING

EPA intends to host a meeting in 2017 (e.g., late fall) to conduct a pilot Table Top Exercise aimed at improving communication practices between entities associated with water quality events at airports. The pilot will include representatives from airports, local water systems that serve airports, and EPA Regional ADWR staff. The contractor shall assist EPA to develop the Table Top exercise which will be delivered by EPA.

Deliverables:

For the Table Top Exercise, the contractor shall first schedule a meeting with EPA to scope out the project. The contractor may assume two 2-hr meetings conference calls/webinars to scope the project. The contractor shall then develop a draft followed by a final, based on comments provided by EPA for the draft, version of the Table Top Exercise. The contractor shall use documents developed under EP-C-15-022, WA 2-07 to aid in developing the exercise. The documents are:

- Case Studies of communication Practices among Airports, Air Carriers, and Public Water Systems during Water Quality Events
- ACRP 11-03/Topic S02-16: Airport community, Water Quality Events, and the Aircraft Drinking Water Rule

TASK 11: LOGISTICAL SUPPORT TO NATIONAL WATER SYSTEM PARTNERSHIP MEETING IN WASHINGTON DC

As a follow up to the Water System Partnership meeting, the contractor shall continue with work to finalize the report summarizing key findings and action items identified during the meeting.

Deliverable:

To be determined based on comments and responses to work done under WA 2-07.

TASK 12: e-REPORTING RULE

The following subtasks describe what the contractor shall do and deliverables they shall provide in support of EPA's e-Reporting Rule development.

Subtask 12.1: Scoping e-Reporting prior to development of full Economic Analysis (EA) for Potential Rulemaking on e-Reporting.

The purpose of the scoping would be to serve as an outline for a full EA (2nd deliverable, below) and highlight areas where EPA should consult with stakeholders directly, e.g., SBREFA panels.

There shall be an initial scoping analysis for an e-reporting rule (projected Tier 3) that includes:

- a) a description of contractor's proposed approach for developing a monetized cost-benefit of e-reporting versus current reporting methods;
- b) a stakeholder analysis that includes a Small Entity Analysis of the rules impacts on small PWSs/Labs; and

- c) additional analyses of the various Economic Options relating to proposed rules and their applicability.

Deliverables: draft and final scoping documents

Subtask 12.2: Full EA for e-Reporting

A full EA that builds on the burden analysis the contractor conducted in 2013. The full EA should include all of the areas in the scoping analysis:

- a) background and overview; review of the universe of PWSs and labs that would be affected;
- b) review of existing reporting methods and processes that would be affected (e.g., paper versus electronic, labs having to use multiple formats versus a single format;
- c) estimated economic impacts (monetized costs); small entity analysis (small labs and small PWS); and
- d) monetized benefits, and; applicability of Economic Options or statutes (PRA, RFA, UMRA).

Deliverables: draft and final EAs

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan, Monthly Progress Reports	According to Contract
1.0	Compilation of Primacy Crosswalks for Suite of MDBP Rules	June 30, 2019
2.0	Supporting States, Tribes, and Water Systems in Implementing	
2.1	Draft Water Availability Guide	TBD
2.2	4 Case Studies (TBD)	TBD
2.3	4 Factsheets (TBD)	TBD
2.4	Finalize Profiling and Benchmarking Tech Guidance Manual Update electronic Compilation of QRGs	June 30, 2019 TBD as requested by WACOR
2.5	Update ARCS EPA Regional Users Guide	TBD as requested by WACOR
3.0	Training and Presentation Logistic Support Approx. 8 webinars – report summarizing participants	June 30, 2019
3.1	Approx. 18 ORD webinars - reports summarizing participants	June 30, 2019
4.0	Training and Presentation Delivery Present at approx. four webinars as an expert panelist	Jul 1, 2017–June 30, 2019
4.1	No work anticipated at this time.	NA
4.2	No work anticipated at this time.	NA
5.0	Development of New Materials in Support of State... RTCR and LCR OCCT/WQP Q&A document New and Revised Chemical Phase Rule guidance (Implementation Guide, Factsheets, and QRGs) Drinking Water Training System Modules Revise/updated 3Ts for Schools guidance and training materials	June 30, 2019 June 30, 2019 June 30, 2019 June 30, 2019
5.1	Draft materials evaluation and process/steps to identify Tier 1 sites	June 30, 2019
5.2	Recommendations memo on challenges/issue for PE requirements Draft PE training to assist operators to understand requirements	TBD as requested by WACOR June 30, 2019
5.3	Recommendations for specialized LCR Training (WQP) Summary document listing other possible training topics	TBD as requested by WACOR TBD as requested by WACOR
5.4	Approx. 4 draft Simultaneous Compliance Webinars Approx. 4 final Simultaneous Compliance Webinars	TBD as requested by WACOR June 30, 2019
5.5	Draft Lead in Schools manual for school decision makers at state or district level	June 30, 2019
6.0	8 Quick Response Products (TBD)	TBD
7.0	Website/Tool Support and Updates	June 30, 2019
7.1	Primacy Tracking Tool User Guide	TBD as requested by

		WACOR
7.2	CCR Catalog update	December 30, 2018 or as requested by WACOR
7.3	CCR iWriter Website Migration Consultant	TBD as requested by WACOR
8	Develop/Finalize the WQP Workshop	
8.1	WQP Case Studies and Workshop Exercises	Approx. 4 weeks following TD by WACOR
8.2	Webinar Trainings	TBD as requested by WACOR
8.3	Develop Draft Q&A Document	TBD as requested by WACOR
8.4	WQP Workshop Training	June 30, 2019
9.0	Technical Support for File Reviews	TBD as requested by WACOR
9.1	Michigan File Review Report for Region 5	NA
9.2	Options for Automating File Review Data Forms	TBD as requested by WACOR
9.3	File Review Training	June 30, 2019
10	Logistical Support for National ADWR Meeting	TBD as requested by WACOR
	Draft and then final Table Top Exercise	
11	Finalize Meeting report	Within 2 weeks of receiving EPA comments.
12	e-Reporting Rule	
12.1	Scoping e-Reporting – draft and final scoping documents	TBD as requested by WACOR
12.2	Full EA for e-Reporting – draft and final EAs	TBD as requested by WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

One trip for contractor to meet with WACOR during option year to discuss scope of projects under WA 2-07. Trip would only be for one day requiring only one contractor.

As described in Task 8, 3 trips are anticipated for WQP Workshop in 3 Environmental Protection Agency (EPA) regional offices (R1, R5, R9), requiring 1 contractor onsite for each training with each workshop lasting one day.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual, such as the WA COR or Alt. WA COR in their absence, is permitted to provide technical direction. Technical direction must be within the scope of the PWS and includes: (1) Direction to the contractor which assists the contractor in accomplishing the PWS, and (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-07				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019			Title of Work Assignment/SF Site Name				
			Base Option Period Number 3			Implementation of NPDWRs				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-07 is to add additional development of training materials and training locations, support for updating Rule Crosswalks, Deep Dive activities and Airline Drinking Water Rule National Meetings.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 4,215				
09/01/2015 To 06/30/2019										
This Action:						200				
Total:						4,415				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Edward J. Moriarty						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-3864				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Angela Lower						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2036				
						FAX Number:				

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 3 – 07 Amendment 1
Period of Performance: 7/1/18-6/30/19

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer
Representative (WACOR):**

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave., NW (MC: 4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Alternate WACOR:

Michael Finn
Office of Ground Water and Drinking Water
(OGWDW)
1200 Pennsylvania Ave., NW, (MC 4606 M)
Washington, DC 20160
202-564-5261
finn.michael@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

No change.

II. OBJECTIVE:

The purpose of Amendment 1 to WA 3-07 is to add additional development of training materials and training locations, support for updating Rule Crosswalks, developing new training materials, Deep Dive activities, and add support for the Airline Drinking Water National Meeting. To summarize:

- Task 0 – no change from the current PWS;
- **Task 1 – Finalize LCR Suite Crosswalk;**
- Task 2 – no change from the current PWS;
- Task 3 – no change from the current PWS;
- Task 4 – no change from the current PWS;
- **Task 5 – Develop Training Materials for ORD Small System Workshop;**
- Task 6 – no change from the current PWS;
- Task 7 – no change from the current PWS;
- **Task 8 – Develop DBPR/Simultaneous Compliance Training;**
- **Task 9 – Support for DBPR and Consecutive System Deep Dive Review;**

- **Task 10 – ADWR National Meeting;**
- Task 11 – No work will be conducted this option year; and
- Task 12 – No work will be conducted this option year.

III. TASK DETAIL:

The LOE of this work assignment Amendment 1 is estimated to be 200 additional hours.

This amendment is to revise work described under the original performance work statement. This amendment specifically revises work under Tasks 1, 5, 8, 9 and 10. For each task, the work described under this amendment is like work described under WA 2-07 except the products are new to reflect new objectives (e.g., training workshop but new topic).

In addition, EPA is cancelling Tasks 11 and 12. The level of effort anticipated under Tasks 11 and 12 will be required to complete the revised tasks described in this amendment.

The contractor shall perform the following tasks:

Task 1: STATE AND TRIBAL PRIMACY SUPPORT (PWS 7.1.1-7.1.2 and 7.1.4-7.1.5)

If requested by the WACOR, the contractor shall update the compilation of primacy crosswalks to include the most updated version of the crosswalks according to revisions to the older rules (e.g., Phase II/V) – as applicable. The final rule crosswalks shall be submitted on a CD in both MS Word and Adobe Acrobat formats.

Deliverables: Compilation of Primacy Crosswalks for the NPDWRs to include the LCR.

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

Subtask 5.5: Support to Finalize 3Ts (Training/Testing/Telling) Toolkit

The contractor shall assist EPA to finalize the 3Ts Toolkit. Under WA 2-07 the original version of the Toolkit has been broken into multiple standalone topics that work together to make the Toolkit. The new Toolkit could be used by to develop a lead in school program in addition to investigating the presence of lead/copper and informing the public. The Toolkit discusses communication strategy, who needs to be involved, and more details on funding.

Support may include support to develop interactive maps, revise and finalize communication templates, and assist in final formatting of the Toolkit to include new graphics/layout.

Deliverable: (1) Revised 3Ts Toolkit targeting states and school administrators/staff to include tools, templates, resources to assist schools/states/utilities implement a lead testing program utilizing the 3Ts approach.

Subtask 5.6+: Support to Develop Workshop Materials for ORD Small System Workshop

EPA will participate in the ORD Small Systems Workshop scheduled the week of August 27, 2018. A part of the Workshop will include a session presented by OGWDW Protection Branch on Simultaneous Compliance, DBPs, LCR, RTCR, etc. The objective of this task is to develop training materials for EPA Regions, states and water system operators to enhance their understanding of the effects and consequences when treatment is changed.

Activities/training products developed for previous workshops/trainings relevant to this workshop should be considered.

Deliverables: (a) Based on a conference call with EPA a detailed draft agenda. The agenda should include topics to cover, activities, and a list of existing training materials that could be used.
(b) Draft/final workshop training materials (e.g., presentation, handouts and case studies).
(c) Following ongoing EPA review and comment, all materials are finalized, as directed by WACOR, and delivered to EPA in advance of the workshop.

EPA proposes the following as a tentative timeline, subject to change, to track progress and meet the deadline for the ORD Workshop. Note, this workshop will be presented August 30, 2018.

- Week of July 9th meet with EPA to finalize deliverables, discuss challenges/solutions to meet delivery date.
- Throughout July, Cadmus will develop/deliver products for EPA review. For each product a timeline for review will be established such that bottle necks are not created.
- August 14th, materials completed and delivered to EPA for final presentation review

Task 8: Develop and Finalize Stage 2 DBPR, Simultaneous Compliance and Consecutive Systems WORKSHOP FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

Under the same Task in Work Assignment 2-07, the contractor developed a workshop to train participants (i.e., primacy agencies, states and water system operators) to address Optimal Corrosion Control Treatment and Water Quality Parameters. One effect of adjusting treatment to address a particular contaminant (e.g., lead) is that a change in treatment may impact the treatment of other contaminants at the plant or in the distribution system. This new workshop picks up where the previous workshop left off looking at issues associated with treatment related to DBPs, consecutive systems and simultaneous compliance.

This new Workshop shall train the states how to evaluate and consider when changing treatment to address a contaminant how that change may impact treatment for other contaminants. The workshop may consider monitoring plans and whether studies (e.g., Profiling and Benchmarking) are required. Where appropriate, the Workshop shall use the materials developed under WA 2-07, or past on-site training materials, along with “mock” scenarios and/or sampling data provided by EPA to develop approximately two case studies. The case studies could represent conditions for a small and/or large water system, and introduce a consecutive system.

The workshop shall guide the participants through the review of information provided (e.g., monitoring results) and determine whether a change in treatment is required, and where required how that change may/would impact compliance with other regulations.

The workshop will be led by EPA, require on-site support from the EPA Regions, and supplemented by the contractor (e.g., three on-site locations).

Subtask 8.1: Case Studies and Workshop exercises

The contractor should anticipate approximately two case studies representing a small and/or large water system. The WACOR shall provide necessary information/materials (e.g., pre-existing training materials or monitoring data) to aid in development. The workshop picks up where the LCR OCCT and WQP workshops left off so the training materials should build from and move forward (i.e., minimal repetition).

Deliverables: Materials that would be used to introduce scenarios and guide participants through case studies. An example of materials might be monitoring data indicating a change in treatment is required along with background about the water system (e.g., treatment, water source, population). Training presentation materials to introduce the two case studies and how to use the new materials in addition to the approach for how the participants would review information. The contractor shall provide a draft of each item for review. Following EPA review the contractor shall provide a DRAFT Final ready for EPA final review.

Subtask 8.2: Webinar trainings

At WACOR direction, the contractor shall develop a stand-alone webinar training presentation based on the workshop presentation described in subtask 8.1.

Deliverables: MS PowerPoint presentation of approximately 60-90 min in duration. The contractor shall develop a draft version for review and following EPA review a final version available for a webinar.

Subtask 8.3: Questions and Answers (Q&A) Document

The contractor shall finalize at WACOR direction a Q&A document capturing the questions raised and answers provided during the previous workshop under WA 2-07. In addition, the contractor should anticipate Q&As from this new workshop and webinars that shall be compiled into the same Q&A document.

Deliverables: Draft Q&As from questions/answers during the workshop under WA 2-07. Upon completion of the webinar and workshop(s) a revised Draft Q&A compiling Q&As from the workshop events.

Subtask 8.4: Onsite Workshop Training

The contractor shall anticipate approximately ten workshops will be presented. EPA anticipates the workshops will be held in each of the ten EPA Regional office locations (R1 – R10) and each workshop will be one day in length. Of these workshops, the contractor should anticipate participating in three of the workshops (e.g., R1, R5, R9). Participation/experience gained from these workshops shall be used to fine-tune the workshop materials.

Deliverables: One contractor available to assist in logistics for all ten workshops and presenting and three of the workshops. The contractor should anticipate three locations for the workshops and each workshop will last 8 hours.

Final training materials shall be provided for presentation at the EPA regional offices. The contractor shall anticipate up to 40 participants at each location.

After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)

Subtask 9.4: Support for Stage 2 DBPR and Consecutive System Deep Dive Analysis

The contractor shall assist EPA in the execution and completion of a subject specific implementation (a.k.a. deep dive) analysis on Stage 2 DBPR and consecutive systems. The contractor should assume one staff participating in each site visit. Both states (IN/KY) are scheduled to be visited as part of the same trip requiring one-day for each state.

Deliverables: (a) As necessary, develop preliminary state review materials and where applicable conduct preliminary state data analysis.
(b) Assist EPA during two state site visits for those states that have volunteered to participate. Sites visits are expected to occur the week of July 30, 2018.
(c) Compile all notes, materials and feedback from individual state site visits (within 2 weeks of each site visit).
(d) Compile results of national follow-up questions on Stage 2 implementation.
(e) Assist in the development of the final deep dive report, not to exceed 50 pages. Target deadline for final product March 1, 2019.

TASK 10: LOGISTICAL SUPPORT TO NATIONAL AIRCRAFT DRINKING WATER RULE (ADWR) MEETING

The contractor shall provide logistical support to EPA for their ADWR National Meeting in November 2018 (November 6-8). The meeting will take place in the EPA Region 9 offices. The contractor shall: manage on-line registration for the meeting; develop a document sharing location for training materials, presentation, and notes; check-in meeting participants; take notes during the meeting and document questions; develop evaluation sheets for each meeting day and compile all notes and feedback into a summary report.

Deliverables: (a) Manage on-line registration for the meeting;
(b) Upon receipt of registration (e.g., Everbright system), send confirmation email with up-to-date information on the REAL ID ACT. Registrants from states that do not meet the ACT must have alternative, approved identification.

- (c) Develop a document sharing location for training materials, presentation, and notes;
- (d) Check-in meeting participants each day of the ADWR Meeting;
- (e) Take notes during the meeting and document questions;
- (f) Develop evaluation sheets for each meeting day; and
- (g) Compile all notes and feedback into a summary report for the meeting.

TASK 11: LOGISTICAL SUPPORT TO NATIONAL WATER SYSTEM PARTNERSHIP MEETING IN WASHINGTON DC

No work will be conducted this option year.

Deliverable:

No work will be conducted this option year.

TASK 12: e-REPORTING RULE

No work will be conducted this option year.

Subtask 12.1: Scoping e-Reporting prior to development of full Economic Analysis (EA) for Potential Rulemaking on e-Reporting.

No work will be conducted this option year.

Deliverables:

No work will be conducted this option year.

Subtask 12.2: Full EA for e-Reporting

No work will be conducted this option year.

Deliverables:

No work will be conducted this option year.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	No change from initial PWS	
1.0	Compilation of Primacy Crosswalks for Suite of MDBP Rules	June 30, 2019
2.0	Supporting States, Tribes, and Water Systems in Implementing	
2.1	No change from initial PWS	
2.2	No change from initial PWS	
2.3	No change from initial PWS	
2.4	No change from initial PWS	
2.5	No change from initial PWS	
3.0	Training and Presentation Logistic Support Approx. 8 webinars – report summarizing participants	
3.1	No change from initial PWS	
4.0	Training and Presentation Delivery Present at approx. four webinars as an expert panelist	
4.1	No change from initial PWS	
4.2	No change from initial PWS	
5.0	Development of New Materials in Support of State...	
	No change from initial PWS	
5.1	No change from initial PWS	
5.2	No change from initial PWS	
5.3	No change from initial PWS	
5.4	No change from initial PWS	
5.5	Support to Develop Workshop Materials for ORD Small System Workshop	TBD at WACOR direction
5.6	Support to Finalize 3Ts (Training/Testing/Telling) Toolkit	TBD at WACOR direction
6.0	Quick Response Support	
7.0	Website/Tool Support and Updates	
7.1	No change from initial PWS	
7.2	No change from initial PWS	
7.3	No change from initial PWS	
8	Develop and Finalize Stage 2 DBPR, Simultaneous Compliance and Consecutive Systems	
8.1	Case Studies and Workshop Exercises	TBD at WACOR direction - June 30, 2019
8.2	Webinar trainings	TBD at WACOR direction - June 30, 2019
8.3	Questions and Answers (Q&A) Document	TBD at WACOR direction - June 30, 2019
8.4	Onsite Workshop Training	TBD at WACOR direction - June 30, 2019
9.0	Technical Support on EPA File Review	

9.1	No change from initial PWS	
9.2	No change from initial PWS	
9.3	No change from initial PWS	
9.4	Stage 2 DBPR and Consecutive System Deep Dive Analysis (a) As necessary, develop preliminary state review materials and where applicable conduct preliminary state data analysis. (b) Assist EPA during site visits at two states (IN/KY) that have volunteered to participate. Sites visits are expected to occur the week of July 30, 2018. (c) Compile all notes, materials and feedback from individual state site visits (within 2 weeks of each site visit). (d) Compile results of national follow-up questions on Stage 2 implementation. (e) Assist in the development of the final deep dive report, not to exceed 50 pages. Target deadline for final product March 1, 2019.	TBD at WACOR direction Week of July 30th TBD at WACOR direction TBD at WACOR direction TBD at WACOR direction
10	Logistical Support for National ADWR Meeting (a) Manage on-line registration for the meeting; (b) Upon receipt of registration (e.g., Everbright system), send confirmation email with up-to-date information on the REAL ID ACT. Registrants from states that do not meet the ACT must have alternative, approved identification. (c) Develop a document sharing location for training materials, presentation, and notes; (d) Develop evaluation sheets for each meeting day; (e) Check-in meeting participants each day of the ADWR Meeting; (f) Take notes during the meeting and document questions; and (g) Compile all notes and feedback into a summary report for the meeting	TBD at WACOR direction TBD at WACOR direction TBD at WACOR direction TBD at WACOR direction November 6-8, 2018 November 6-8, 2018 TBD at WACOR direction
11	No work will be conducted this option year.	
12	No work will be conducted this option year.	
12.1	No work will be conducted this option year.	
12.2	No work will be conducted this option year.	

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:

MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

One trip for contractor to meet with WACOR during option year to discuss scope of projects under WA 3-07. Trip would only be for one day requiring only one contractor.

As described in Task 9, one trip is anticipated for the Deep Dive effort. The trip will comprise visits to two state offices (e.g., IN and KY) requiring 1 contractor onsite for each state with each visit lasting one day.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

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IX. PRINTING

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XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-07				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2020 Base Option Period Number 3			Title of Work Assignment/SF Site Name Implem of NPDWRs				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 3-07 is to add additional LOE for Tasks 5 and 8 to increase the rate guidance and training materials developed and to add a new subtask 9.5 Onsite File Review Training.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 4,415						
09/01/2015 To 06/30/2020										
This Action:				600						
Total:				5,015						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Edward J. Moriarty							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 202-564-3864			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number:			
							FAX Number:			
Contracting Official Name Camille W. Davis							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 3 – 07 Amendment 2
Period of Performance: 7/1/18-6/30/19

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer
Representative (WACOR):**

Edward J. Moriarty, US EPA
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave., NW (MC: 4606M)
Washington, DC 20460
202-564-3864
moriarty.edwardj@epa.gov

Alternate WACOR:

Michael Finn
Office of Ground Water and Drinking Water
(OGWDW)
1200 Pennsylvania Ave., NW, (MC 4606 M)
Washington, DC 20160
202-564-5261
finn.michael@epa.gov

C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

D. Background:

No change.

II. OBJECTIVE:

The purpose of Amendment 2 to WA 3-07 is to add additional LOE for Tasks 5 and 8 to increase the rate guidance and training materials developed, and Task 9 to add a new subtask (Subtask 9.5 Onsite File Review Training). To summarize:

- Task 0 – no change from the current PWS;
- Task 1 – no change from the current PWS;
- Task 2 – no change from the current PWS;
- Task 3 – no change from the current PWS;
- Task 4 – no change from the current PWS;
- **Task 5 – Develop Training Materials;**
- Task 6 – no change from the current PWS;
- Task 7 – no change from the current PWS;
- **Task 8 – Develop DBPR/Simultaneous Compliance Training;**
- **Task 9 – Technical Support on EPA File Reviews;**
- Task 10 – no change from the current PWS;

- Task 11 – No work will be conducted this option year; and
- Task 12 – No work will be conducted this option year.

III. TASK DETAIL:

The LOE of this work assignment Amendment 1 is estimated to be 600 additional hours.

This amendment is to revise work described under the previous performance work statements. This amendment specifically increases LOE under Tasks 5, 8 and 9. For Tasks 5 and 8, the amendment adds hours (250 and 200 hours respectively) to increase the rate of the work to meet accelerated training schedules. The work under Subtask 9.5 is to continue File Review training (150 hours) except the training will be done at two locations identified below instead of a webinar format.

The contractor shall perform the following tasks:

Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)

No change for this task except to increase the rate of production for Phase II/V training materials and Sanitary Survey training materials.

Deliverables: No change from previous PWS.

Task 8: Develop and Finalize Stage 2 DBPR, Simultaneous Compliance and Consecutive Systems WORKSHOP FOR STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)

Subtask 8.4: Onsite Workshop Training

No change for this task except to increase the rate of production for Stage 2 DBPR Workshop training materials.

Deliverables: No change from previous PWS.

Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)

Subtask 9.5: Onsite File Review training

In addition to the support described under the original PWS, as requested by the WACOR, the contractor shall provide training for EPA staff participating in two file reviews. The training shall include onsite instruction to familiarize EPA Headquarters and EPA Regional staff on file review process as EPA participates in the file reviews. The training should reference the File Review Protocol. Specifically, the contractor shall assist EPA staff during the file reviews answering questions and providing guidance (e.g., lessons learned) during the reviews. The

contractor shall ensure the EPA staff are familiar with the data capture forms; how to process information provided by the states to ensure the reviews are complete; or identify/report to the states, for follow up, where information has not been provided. Each of these training sessions will be on site at two locations and should take approximately three days each.

Deliverable: One document summarizing recommendations/tips that may be applied when conducting a file review, along with lessons learned that may be used in the future by EPA staff conducting file reviews. The document is anticipated to be approximately 10-15 pages and where applicable reference back to the File Review Protocol or data capture forms.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	No change from initial PWS	
1.0	Compilation of Primacy Crosswalks for Suite of MDBP Rules	
2.0	Supporting States, Tribes, and Water Systems in Implementing	
2.1	No change from initial PWS	
2.2	No change from initial PWS	
2.3	No change from initial PWS	
2.4	No change from initial PWS	
2.5	No change from initial PWS	
3.0	Training and Presentation Logistic Support Approx. 8 webinars – report summarizing participants	
3.1	No change from initial PWS	
4.0	Training and Presentation Delivery Present at approx. four webinars as an expert panelist	
4.1	No change from initial PWS	
4.2	No change from initial PWS	
5.0	Development of New Materials in Support of State... No change from initial PWS	TBD at WACOR direction - June 30, 2019
5.1	No change from initial PWS	
5.2	No change from initial PWS	
5.3	No change from initial PWS	
5.4	No change from initial PWS	
5.5	No change from Amendment 1	
5.6	No change from Amendment 1	
6.0	Quick Response Support	
7.0	Website/Tool Support and Updates	
7.1	No change from initial PWS	
7.2	No change from initial PWS	
7.3	No change from initial PWS	
8	Develop and Finalize Stage 2 DBPR, Simultaneous Compliance	TBD at WACOR direction

	and Consecutive Systems	- June 30, 2019
8.1	Case Studies and Workshop Exercises	
8.2	No change from Amendment 1	
8.3	No change from Amendment 1	
8.4	No change from Amendment 1	
9.0	Technical Support on EPA File Review	
9.1	No change from initial PWS	
9.2	No change from initial PWS	
9.3	No change from initial PWS	
9.4	No change from Amendment 1	
9.5	Onsite File Review Training	TBD at WACOR direction - June 30, 2019
10	No change from Amendment 1	
11	No work will be conducted this option year.	
12	No work will be conducted this option year.	
12.1	No work will be conducted this option year.	
12.2	No work will be conducted this option year.	

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:
<http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. TRAVEL

As described in Task 9, two trips are anticipated to train EPA staff on how to perform file reviews. The trips will comprise a visit to two locations (e.g., VT and R9) requiring 1 contractor for the first trip and 2 contractors onsite for the second. It is anticipated each trip will last approximately three days.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training

events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name DWSRF Program Support				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1.2, 3.1.3, 3.1.4, 3.1.5					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/28/2018 To 06/30/2019					
Comments: Immediate start is authorized for this work assignment										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2019				0						
This Action:				1,400						
Total:				1,400						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name HowardE Rubin <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2051 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Angela Lower <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 3-09

I. ADMINISTRATIVE:

A. Title: DWSRF Program Support

B. Work Assignment COR:

Howard Rubin
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-2051
Rubin.HowardE@epa.gov

Alternate Work Assignment COR:

None

C. Quality Assurance:

Tasks 1-3 in this work assignment do not require contractor performance for quality assurance (QA). QA requirements to include collection, use and analysis of data preformed in 2-09 will be performed by EPA in 3-09.

D. Background: The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and HQ understand and manage the DWSRF program.

II. OBJECTIVE: Under this work assignment, the contractor shall provide training and assistance to states to improve the effectiveness and efficiency of their use of DWSRF funds. The contractor shall develop materials (factsheets, case studies, and webinars) to assist states maximizing the use of their DWSRF funds. The contractor shall provide support to the headquarters team in the collection, organization, review, and report out on DWSRF program data. LOE for this work assignment is 1400 hours.

III. STATEMENT OF WORK:

Task 0- Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and

costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involve the collection and analysis of the data occur and prepare a new or SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

Additional Requirements

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1: Contractor support to 4 states to improve the effectiveness and efficiency of their use of DWSRF funds.

The contractor shall visit 4 states to help the state determine what are the barriers to lending state DWSRF funds to borrowers. These 4 states will be Oregon, Arkansas, Mississippi, and Indiana. Each of these states has a high cash balance compared to a typical year's disbursement of DWSRF funds. The contract shall devote approximately 20 hours of preparation per state, 80 hours on-sight with the state discussing program processes, 40 hours developing options for the state, and 40 hours working with the state on a plan to implement chosen options. A written summary of the contractors work with each state of approximately 5 pages will be delivered to the COR with 3 weeks of the contractors completion of work with each state.

Task 2: Contractor development of training materials for EPA's DWSRF program and states.

- a) The contractor shall develop a webinar on the topic of transition to a cash flow management model of operation. This means operating a program where the state DWSRF is tracking incoming and outgoing funds well enough to know the limit of its' lending capacity without leveraging, with leveraging, and if able to work with the state's borrower community effectively enough to manage and anticipate demand for program funds. The webinar is expected to be approximately 20 slides and require 1 ½ hours to present. The webinar shall be recorded and closed captioned for posting on EPA's website.
- b) The contractor shall prepare a guide book for States on moving to a cash flow model basis of DWSRF program management. The guide book shall cover the points made in the webinar and shall include appropriate background and example calculation.
- c) The contractor shall develop a fact sheet on managing program demand. The fact sheet shall be 5 pages long and shall cover topics such as outreach to the borrower community, tools to help with borrower decision making, and examples of how state SRFs can improve their interactions with borrowers and the borrower community.
- d) The contractor shall develop 3 written case studies for the DWSRF. This will include a case study on state program changes made to streamline and improve lending, a case study on transitioning to a cash flow management model of fund management, and a case study investigating state demand for the DWSRF program, surveying borrowers and modifying the program to address borrower needs. Each of these case studies shall be 5 pages.

Task 3: Support DWSRF data collection.

- a) The contractor shall support OGWDW's efforts in managing the DWSRF National Information Management System. The data system is used to collect, maintain, and report state-by-state DWSRF program information needed by headquarters to effectively manage the DWSRF program and to respond to internal and external requests for program information. The contractor shall generate reports using the updated data elements and state data. These updated reports will be made publicly available by EPA through online distribution. This suite of reports shall include updated versions of ones provided in previous years. Upon completion of the quality review of the submitted data, the contractor shall also provide the WACOR with a copy of the updated DWNIMS data in either an MS Access or MS Excel format. If the data is provided in an MS Access format, the contractor shall support the WACOR by including reports/queries that capture critical data elements at the state and national level. Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.
- b) The contractor shall use the updated 2018 DWNIMS data to populate the Financial Planning Model with 2018 data for release to states.
- c) The contractor shall be available for questions on the historical data collection process. The COR estimates about 20 hours of phone discussion on topics such as field definitions,

entry of federal data, and account management.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Develop Work Plan	Within 15 days of receipt of WA issuance
1	Contractor support to 4 states to improve the effectiveness and efficiency of their use of DWSRF funds.	Schedule will be coordinated with state personnel. 5 page reports are due the earlier of within 3 weeks of completion of work with states or June 10 th , 2019.
2	Contractor development of training materials for EPA's DWSRF program and states.	Webinar – 1 st draft within 4 weeks of technical direction of the COR. Final within 3 weeks of comments by the COR. Copy of posting on EPA website with 3 weeks of webinar. Factsheet - 1 st draft within 4 weeks of technical direction by the COR. Final draft with 3 weeks of comments by the COR. Case Studies - 1 st draft within 4 weeks of technical direction by the COR. Final draft with 3 weeks of comments by the COR.
3	Support DWSRF Data collection	Report Generation – Reports are due for QA review by COR Oct 12 th , 2018. Final Report are due Oct 26 th , 2018. Populate Financial Planning Model – Due Oct 26 th , 2018 Response to COR questions – within 48 hrs of COR e-mail or phone call.

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0 or higher

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

TRAVEL

Four trips are anticipated under this work assignment. If the need for additional travel arises, the WACOR will work with the CL COR and the CO to amend this work assignment to allow for travel. All travel shall be authorized in advance by the CL COR and shall be compliance with the contract level clause EPA-H-31-104 APPROVAL OF CONTRACTOR TRAVEL.

VI. Quality Assurance Surveillance Plan

See Attached

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-09				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name DWSRF Program Support				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1.2, 3.1.3, 3.1.4, 3.1.5					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/28/2018 To 06/30/2019					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-09 is add work to task 3, to further assist EPA in managing the PBR and DWNIMS data systems and to respond to EPA and user questions on those systems.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,400						
09/01/2015 To 06/30/2019										
This Action:				389						
Total:				1,789						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name HowardE Rubin							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-2051			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Angela Lower							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2036			
							FAX Number:			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 3-09 Amendment 1

I. ADMINISTRATIVE:

A. Title: DWSRF Program Support

B. Work Assignment COR:

Howard Rubin
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-2051
Rubin.HowardE@epa.gov

Alternate Work Assignment COR:

C. Quality Assurance:

Tasks 1-3 in this work assignment do not require quality assurance (QA). Collection, use and analysis of data preformed in 2-09 will not be performed by EPA in 3-09.

D. Background: The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and HQ understand and manage the DWSRF program.

II. OBJECTIVE: Under this work assignment, the contractor shall provide training and assistance to states to improve the effectiveness and efficiency of their use of DWSRF funds. The contractor shall develop materials (factsheets, case studies, and webinars) to assist states maximizing the use of their DWSRF funds. The contractor shall provide support to the headquarters team in the collection, organization, review, and report out on DWSRF program data.

Amendment 1 of this Statement of work adds work to task 3, to further assist EPA in managing the PBR and DWNIMS data systems and responding to EPA and user questions on those systems.

III. STATEMENT OF WORK:

Task 0- Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involve the collection and analysis of the data occur and prepare a new or SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

Additional Requirements

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1: Contractor support to 4 states to improve the effectiveness and efficiency of their use of DWSRF funds.

The contractor shall visit 4 states to help the state determine what are the barriers to lending state DWSRF funds to borrowers. These 4 states will be Oregon, Arkansas, Mississippi, and Indiana. Each of these states has a high cash balance compared to a typical year's disbursement of DWSRF funds. The contract shall devote approximately 20 hours of preparation per state, 80 hours onsite with the state discussing program processes, 40 hours developing options for the

state, and 40 hours working with the state on a plan to implement chosen options. A written summary of the contractors work with each state of approximately 5 pages will be delivered to the COR with 3 weeks of the contractor's completion of work with each state.

Task 2: Contractor development of training materials for EPA's DWSRF program and states.

- a) The contractor shall develop a webinar of on the topic of transition to a cash flow management model of operation. This means operating a program where the state DWSRF is tracking incoming and outgoing funds well enough to know the limit of its' lending capacity without leveraging, with leveraging, and if able to work with the state's borrower community effectively enough to manage and anticipate demand for program funds. The webinar is expected to be approximately 20 slides and require 1 ½ hours to present. The webinar shall be recorded and closed captioned for posting on EPA's website.
- b) The contractor shall prepare a guide book for States on moving to a cash flow model basis of DWSRF program management. The guide book shall cover the points made in the webinar and shall include appropriate background and example calculation.
- c) The contractor shall develop a fact sheet on managing program demand. The fact sheet shall be 5 pages long and shall cover topics such as outreach to the borrower community, tools to help with borrower decision making, and examples of how state SRFs can improve their interactions with borrowers and the borrower community.
- d) The contractor shall develop 3 written case studies for the DWSRF. This will include a case study on state program changes made to streamline and improve lending, a case study on transitioning to a cash flow management model of fund management, and a case study investigating state demand for the DWSRF program, surveying borrowers and modifying the program to address borrower needs. Each of these case studies shall be 5 pages.

Task 3: Support DWSRF data collection.

- a) The contractor shall support OGWDW's efforts in managing the DWSRF National Information Management System. The data system is used to collect, maintain, and report state-by-state DWSRF program information needed by headquarters to effectively manage the DWSRF program and to respond to internal and external requests for program information. The contractor shall generate reports using the updated data elements and state data. These updated reports will be made publicly available by EPA through online distribution. This suite of reports shall include updated versions of ones provided in previous years. Upon completion of the quality review of the submitted data, the contractor shall also provide the WACOR with a copy of the updated DWNIMS data in either an MS Access or MS Excel format. If the data is provided in an MS Access format, the contractor shall support the WACOR by including reports/queries that capture critical data elements at the state and national level. Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.
- b) The contractor shall use the updated 2018 DWNIMS data to populate the Financial Planning Model with 2018 data for release to states.

- c) The contractor shall be available for questions on the historical data collection process. The COR estimates about 20 hours of phone discussion on topics such of field definitions, entry of federal data, and account management.
- d) The contractor shall receive data from nine states for data population of PBR. This data shall be received on a monthly basis and use to populate PBR on a monthly basis. No programing or coding is required to this data push. The nine states are Alaska, Arizona, California, Hawaii, Illinois, Nebraska, New Mexico, Texas, and Vermont.
- e) The contract shall manage user accounts in PBR and DWNIMS, providing access to state users. This includes providing access to users that request accounts and deactivating accounts where users are no longer part of the system. EPA estimates 5 account modifications per month will be required.
- f) The contractor shall respond to users' questions about the data systems, including questions about field definition, how to enter certain activities, and questions about how outputs are calculated
- g) The contractor shall assist EPA in the develop of up to 2 queries in the PBR database. The query need will be provided to the contractor via technical direction, and the query language will be e-mailed back to COR.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Develop Work Plan	Within 15 days of receipt of WA issuance
1	Contractor support to 4 states to improve the effectiveness and efficiency of their use of DWSRF funds.	Schedule will be coordinated with state personnel. 5 page reports are due the earlier of within 3 weeks of completion of work with states or June 10 th , 2019.
2	Contractor development of training materials for EPA's DWSRF program and states.	Webinar – 1 st draft within 4 weeks of technical direction of the COR. Final within 3 weeks of comments by the COR. Copy of posting on EPA website with 3 weeks of webinar. Factsheet - 1 st draft within 4 weeks of technical direction by the COR. Final draft with 3 weeks of comments by the COR.

		Case Studies - 1 st draft within 4 weeks of technical direction by the COR. Final draft with 3 weeks of comments by the COR.
3	Support DWSRF Data collection	Report Generation – Reports are due for QA review by COR Oct 12 th , 2018. Final Report are due Oct 26 th , 2018. Populate Financial Planning Model – Due Oct 26 th , 2018 Response to COR questions – within 48 hrs of COR e-mail or phone call. 8 State Data pushes – Monthly, on the 2 nd Monday of each month User Access and User Questions – As they come in from users Query Development – Technical Direction from the COR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0 or higher

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

TRAVEL

Four trips are anticipated under this work assignment. If the need for additional travel arises, the WACOR will work with the CL COR and the CO to amend this work assignment to allow for travel.

VI. Quality Assurance Surveillance Plan

No Change

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-10				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3			Title of Work Assignment/SF Site Name Best Practices Guide for Fundi				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.0, 3.1.2, 3.1.3, 3.1.4, 4.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/22/2018 To 06/30/2019				
Comments: Immediate start is authorized for this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2019				0						
This Action:				365						
Total:				365						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Heidi Faller <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-1089 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name Angela Lower <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

PERFORMANCE WORK STATEMENT (PWS)
CONTRACT # EP-C-15-022
WA No. #3-10

TITLE: Best Practices Guide for Funding Decentralized Wastewater Projects

PERIOD OF PERFORMANCE: Issuance to June 30, 2019

EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

COR Name: Heidi Faller Phone: (202) 566-1089 Fax: (202) 501-2397 faller.heidi@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460-0001	<u>Courier Address</u> U.S. EPA Office of Wastewater Management WJC East Building Room #7225B 1201 Constitution Avenue, NW Washington, D.C. 20004
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EPA ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (ALTERNATE WACOR):

COR Name: Zachary Lowenstein Phone: (202) 564-0360 Fax: (202) 501-2397 lowenstein.zachary@epa.gov	U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460-0001	U.S. EPA Office of Wastewater Management WJC East Building Room #7225D 1201 Constitution Avenue, NW Washington, D.C. 20004
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PWS Paragraphs: 3.0, 3.1.2, 3.1.3, 3.1.4, 4.2

LOE: The Level of Effort estimated for this work assignment is 365 hours.

BACKGROUND

Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). One of the greatest challenges that small and rural communities face is the improper operation and maintenance of septic systems, leading to system malfunctions. Septic systems provide wastewater treatment for many homeowners who also often get their drinking water from wells or for communities who rely on ground water as their drinking water source. Properly managed decentralized systems can provide the treatment necessary to protect public health and the environment including ground water and surface waters, just as well as centralized systems.

However, if a septic system is not working properly or is located too close to a drinking water well, contaminants from the wastewater can end up in drinking water. In 1997, EPA published a “*Response to Congress on the Use of Decentralized Wastewater Treatment Systems*.” EPA concluded that these systems can provide protection of the environment and public health at lower costs and are suitable for differing site conditions and ecologically sensitive areas. Specifically, in the Analysis of Benefits Section in the *Response to Congress*, EPA confirms that wastewater systems have two fundamental goals: protection of public health (e.g., from waterborne disease-causing organisms such as bacteria; from high nitrate levels in ground water); and protection of the environment (e.g., protection of surface waters from eutrophication caused by excess phosphorus and nitrogen). If properly sited, designed, installed and managed over their service lives, decentralized wastewater systems can, and do, meet both public health and environmental protection goals in areas where centralized treatment is impractical or not cost-effective for wastewater management, groundwater protection, or source water protection.

Approximately 20 percent of all U.S. households (or 1 in 5 homes) and 16 percent of new housing units are served by individual decentralized systems, according to the *2015 US Census Bureau’s American Housing Survey (AHS)*. About half of the existing decentralized systems are more than 30 years old, also per the AHS. The population is increasing and shifting geographically in areas that are least prepared to meet the demand. Protecting and preserving the nation's water infrastructure is critical to our economic future, human health and fulfilling the EPA water and wastewater mandates. A frequent challenge for homeowners is financing the repair or replacement of septic systems. Many States, communities, municipalities and homeowners look to the State Revolving Funds (SRFs) to meet these widely recognized financial challenges.

EPA issued a Program Strategy for the Decentralized Wastewater Program on January 12, 2005 for improving the performance of decentralized wastewater treatment systems. This strategy identifies EPA’s vision, mission and actions to improve the performance of decentralized wastewater treatment systems. One of the components of the Program Strategy is a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. The MOU is intended to upgrade the professionalism within the industry and facilitate collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this area, leading towards efforts to improve system performance and education of the users of these systems.

The original MOU was created in 2005 to improve the overall performance and management of decentralized systems through facilitated collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this industry. The MOU was renewed for the fourth time in November 2017, with the total number of MOU Partners at eighteen. These MOU partners have effectively worked together to facilitate information exchange on system technology, collaborate on training efforts, promote public awareness on septic system care and maintenance, and produce materials on decentralized systems.

The contractor must be experienced in the operation of the State Revolving Funds and understand the processes involved in allocating funds at the state or local level. The contractor must be experienced in outreach and marketing to assist with implementing EPA's public awareness strategy using the partner organizations' outreach networks.

SCOPE OF WORK

The focus of this project is to provide technical support for the program activities associated with OWM's Decentralized Wastewater Program. Under the direction of the Work Assignment Manager (WACOR), the contractor shall provide services to support the development of best practices and guidance for the decentralized wastewater program.

TASK DETAIL

All technical direction under this work assignment will be provided in writing by the WACOR. If verbal instructions are provided to the contractor they will be confirmed as written technical direction within 5 calendar days. The Project Officer and Contracting Officer will be copied on all technical direction. All work products will be subject to approval by the WACOR before they are finalized or distributed to parties other than the WACOR or alternate WACOR. Weekly or bi-weekly conference calls will be held to update the WACOR on the contractor's progress in completing tasks.

Task 0 – Work Plan and Budget Development

The contractor shall prepare a detailed work plan and budget for the accomplishment of the tasks in this work assignment. The work plan shall include a detailed description of:

- proposed staff;
- an estimate of hours to be spent on each task by each staff person (including both prime contractors and subcontractors);
- schedule of deliverables with associated due dates.

The contractor shall submit monthly progress and financial reports pursuant to clause, F.3, MONTHLY PROGRESS REPORT (EPAAR 1552.210-72) (JUN 1996). Further clarification to any of the below tasks will be provided by the EPA WACOR via written technical direction to the contractor.

A "Kick off" conference call meeting will be scheduled for the contractor to talk with the WACOR and other OWM project personnel to discuss the goals of the work assignment. The WACOR will provide material beforehand on the Decentralized Program and the partner organizations involved in the MOU. The contractor shall invite all key personnel who shall participate in the project to this "kick-off" meeting via conference call, within five (5) business days after the work assignment is issued.

For all tasks, the contractor will provide all source files, original images and content in the appropriate software format to EPA with final deliverables. All file deliverables, both draft and final, shall be in EPA accessible software. The contractor shall print certain materials as requested by the WACOR, under definition of “desktop publishing” (definition from 1552.208-70). The contractor must be familiar with the EPA's Office of Public Affairs (OPA) guidelines, standards, best practices, technical requirements for website design and publications and all deliverables should comply. OPA’s guidelines can be found at:
<http://yosemite.epa.gov/OEI/webguide.nsf/homepage>

The prime contractor shall be responsible for oversight of deliverables on this work assignment and shall be responsible for transmission of monthly reports and invoices as required by the contract.

TASK 1: Best Practices Guide for Funding Decentralized Wastewater Projects

The contractor will develop a best practices guide for states on funding decentralized wastewater projects using the Clean Water State Revolving Fund (CWSRF). The document should highlight innovative financing approaches, partnerships, rationale or motivation for example programs, and marketing strategies. The guide will emphasize the primary steps necessary for states to utilize the CWSRF, including barriers that may exist for some states and not others (e.g., legislation prohibiting the use of CWSRF for decentralized). To the extent there is uniformity in these steps, the guide will outline ‘how to get to yes’ for states seeking to use the CWSRF for financing these projects. The guide will include strategies for applying CWSRF to decentralized wastewater projects. It will also highlight mechanisms and examples of how states might leverage other state programs, legally available governance structures or entities to manage CWSRF funds to support local communities and homeowners to finance decentralized projects (e.g., Craft3 program).

A schedule of deliverables will be finalized based on further communication between the contractor and WACOR. Work products under this task will be delivered to the WACOR in draft form for comment and review before being finalized. Final products will be delivered to EPA within 3 weeks of receiving draft comments.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Schedule:

Task	Item	Due No Later Than	Type
0	Work Plan	10 days from WA issuance	Deliverable
0	Kick-off Meeting Conference Call	5 days after WA issuance	Transmittal

0	Kick-off Meeting notes	15 days after meeting	Deliverable
0	Monthly Progress Report	Per contract requirements	Deliverable
1	Draft Annotated Report Outline	September 4, 2018	Transmittal
1	Draft List of SRF Examples to Include	October 1, 2018	Transmittal
1	Draft List of Governance Structures Available	October 29, 2018	Transmittal
1	Draft Best Practices Guide for Funding Decentralized Wastewater Projects	December 1, 2018	Transmittal
1	Final Best Practices Guide for Funding Decentralized Wastewater Projects	February 1, 2019	Deliverable

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the contract level clause EPA-H-31-104 APPROVAL OF CONTRACTOR TRAVEL.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties, participating in conference calls or visiting field sites.

Quality Assurance

A quality assurance project plan (QAPP) is not required for the activities for this project because it does not involve the generation, management, distribution or use of primary environmental data that will be used or have the potential for use in environment decision making. However, if data collection is required through technical direction a QAPP would be required.

Other Requirements

Reporting

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. The contractor shall maintain contact with the WACOR to discuss progress and problems that arise. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the COR. The contractor shall not release information or comments on works performed under this work assignment without the COR's prior written authorization. Wherever

practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the COR shall be scanned for, and identified as free from viruses.

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the EPA WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>EPA WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The EPA WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The EPA WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled</p>	<p>The EPA CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and EPA WACOR shall review the Contractor's monthly progress</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost</p>

	personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.	reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.	overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.
Quality of Product/Services: The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The EPA WACOR will review all documents delivered under this work assignment for content accuracy.	If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor. Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.

LIST OF ATTACHMENTS

- *List of MOU Partnership Contacts*
- *OWM/Water Infrastructure Division Phone List and organizational chart*
- <https://www.epa.gov/septic>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-10								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-15-022	Contract Period 09/01/2015 To 06/30/2019 Base Option Period Number 3	Title of Work Assignment/SF Site Name Best Practices Guide for Fundi								
Contractor Cadmus Group LLC, The		Specify Section and paragraph of Contract SOW 3.0, 3.1.2, 3.1.3, 3.1.4, 4.2								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/22/2018 To 06/30/2019								
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-10 is to cancel the work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2019										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Heidi Faller <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 202-566-1089			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Angela Lower <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>							Branch/Mail Code:			
							Phone Number: 513-487-2036			
							FAX Number:			